



# CITY MANAGER'S

## WEEKLY REPORT

APRIL 26 - MAY 2, 2021

**DSW**  
DESIGNER SHOE WAREHOUSE

NOW  
OPEN



RAY  
GIBSON



City elected officials and staff helped DSW open its store April 29 in the Fayette Pavilion shopping center with a ribbon-cutting ceremony.

### Developing the Economic Opportunity:

- Held a meeting to discuss the Trilith Development Agreement.
- Held a meeting to discuss the ribbon cutting for the New City Hall – Park Space project.
- Held a meeting with the staff responsible for the New City Hall – Park Space project to coordinate upcoming items regarding the project.
- Held a meeting at the New City Hall with members from Goodwyn Mills Cawood to discuss FFE.
- Held a meeting with Shi Shailendra and members from Davis Development to discuss the development options on a parcel of land located at the northwest corner of Highway 54 and Ginger Cake Road.
- Held a meeting with Brian Cooper from Redtail Consulting, LLC to discuss various projects.
- Completed correspondence having to do with the New City Hall – Park Space project
- Put up shelves in the City's storage units at Life Storage over two days
- Held a meeting with Steve Mauro from CPS to discuss the SOOFA signage at two locations within the City.
- Completed numerous walkthroughs at the New City Hall to address various items to complete a substantial completion review (a temporary Certificate of Occupancy was issued for the New City Hall building).

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## CITY MANAGER'S REPORT

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### Investing in Transportation:

- Held a meeting with Eric Pitts from Keck & Wood to discuss transportation related projects in the City.

### Efficient and Effective Government:

- Attended the City Council Work Session Meeting.
- Attended the Public Safety Committee Meeting.
- Held three personnel related meetings throughout the week.
- Attended the Shred-it Day event held on Saturday, May 1st at City Hall



## CITY CLERK'S OFFICE

ANNE BARKSDALE

**Meetings:** Attended the City Council Work Session meeting 4/27; attended the City Hall Park Space Committee meeting 4/27; attended the DSW ribbon cutting and grand opening at the Fayette Pavilion shopping center 4/29; attended the elections forum webinar 4/29.

**Projects:** Scheduled Shred Day for 5/1; scheduled a ribbon-cutting event at Little Successful Angels Daycare for 5/1 at 10 a.m.; monitored a GovDeals auction, which ends 5/2; sent notice to cancel the May 6 City Council meeting; continued purging records and the office for the move to the New City Hall building.

**Open Records Requests:** 7



## PIO / COMMUNICATIONS TEAM

ANN MARIE BURDETT

**Promotions:** Amphitheater Summer Concert Series; Junior Police Academy; District 4 Public Health vaccinations; Shred Day; Fayette County 200th Anniversary Parade.

**Meetings Attended:** New telephone training 4/26; new City Hall grand opening committee 4/26; City Center Park grand opening committee 4/27; meeting with Event Planner and Event Specialist 4/27; Communications Team 4/26, 4/27, 4/28, 4/29.

**Projects:** Website; new Weekly Report/E-Mail Update.

**Special Events:** Honeysuckle Gelato media preview 4/28; DSW ribbon cutting 4/29.

**Publications:** Weekly Report; E-Mail Update; City News.

**Civic Duties:** Meals on Wheels 4/29.

**Media Requests:** n/a

**Press Release:** n/a

**Unique Media Created:** Mattie's Call flyer for PD; City Hall ribbon cutting agenda; summer events flyer.

## ONLINE COMMUNITY ENGAGEMENT



CITY WEBSITE VIEWS

6,702

-2% change

CITY WEBSITE USERS

1,925

-11% change

### Website Engagement:

Page Title	Page Views
Home	1,493
Payment	443
Job Board	336
Public Safety	210
Police Department	175
Payment Warning	168
Bids & RFPs	108

Website Analytics provided by Google

### Social Media Engagement:

Top Facebook Post Titles	Reached	Times Shared	Post Sentiment
Police missing person 4/30	14.8K	294	76 likes, 3 loves, 1 wow, 22 sads, 37 comments
DSW ribbon cutting 4/29	9.5K	24	350 likes, 66 loves, 5 wows, 82 comments



FACEBOOK FOLLOWERS

11,987



NEXTDOOR SUBSCRIBERS

4,387



E-MAIL SUBSCRIBERS

1,972



## FIRE DEPARTMENT

ALAN JONES

**Events** - All shifts completed vehicle extraction with Training Division.

**Projects** - Chief Alan Jones attended the following meetings: City Council work session; coordination meeting for the New City Hall building. Chief Jones, Deputy Chief Linda Black, Division Chief Keith Harris attended the City Public Safety Committee meeting; Chief Black attended various webinars throughout the week with Georgia Department of Public Health (DPH) officials and various other medical associations regarding COVID-19. Chief Black and Captain Josh Collins assisted the DPH and the Fayette County Department of Fire and Emergency Services with COVID-19 vaccinations. Division Chief Keith Harris continues to process applicants for open positions for Firefighter/EMT. Lieutenant Rick Thompson assisted the Peachtree City Fire Department with the promotional process for Lieutenant. Completed routine vehicle maintenance this week on fire apparatus. May pre-plans and business inspections assigned to shifts. Three job offers given for open Firefighter/EMT positions. Daily cleaning and sanitizing of self-contained breathing apparatus (SCBA) mask and regulators continues.



## POLICE DEPARTMENT

SCOTT GRAY

- **Monday, April 26** - Chief Scott Gray held a Command Staff meeting.
- **Tuesday, April 27** - Employees attended Performance Management training. Deputy Chief Robert Mask attended LeaderGov training.
- **Wednesday, April 28** - Departmental employees worked the COVID-19 vaccinations at the Old Station 4.
- **Thursday, April 29** - Departmental staff meeting was held at the Police Department followed by a supervisors meeting. Cadets Landon Wilson and Kenneth Marcucci started with the department. Employees attended Performance Management training.
- **Friday, April 30** - Reviewed weekly reports from department divisions.
- **Saturday, May 1** - The Office of Professional Standards tested new applicants for the position of Police Officer at the Police Department. Deputy Chief Mask and Detective Tracy Baker assisted with COVID-19 vaccinations at the Fayette County Board of Education.



# FINANCE & ADMIN SERVICES

MIKE BUSH

- ▶ Reconciled month-end books.
- ▶ Preparing budget for Fiscal Year 2022
- ▶ RFQ for Multifunctional Printer Lease & Maintenance (17 quotes)
- ▶ RFP for Janitorial Services was posted on April 28

## Major Revenue Funds

Main Street Tourism Fund Revenues	\$5,489.32
General Fund Revenues	\$65,929.77
Downtown Development Authority Revenue	-
Water & Sewer Revenues	\$233,652.17

## Purchase Order Statistics

Purchase Orders Issued	57
Open Purchase Orders	80
Change Purchase Orders	22
Budget Override Requests	1

## Utilities Billing

In-person/over-the-phone	166/181
Customers Billed	1,698
Total Amount Billed	\$138,315.79

## Service Disconnections

Robotic Courtesy Calls	0
Staff Courtesy Calls	75
Customers Disconnected	4

## Occupational Tax

Business License Applications Received	29	Alcohol License Applications Received	-
Business Licenses Completed	29	Alcohol Licenses Issued	-
Business Licenses Pending	-	Alcohol Licenses Pending	-
Business License Renewals Issued	33	Alcohol License Renewals	-
Total Amount Collected	\$24,824.76	Outstanding Renewals	-

## Municipal Court General Statistics

Court sessions held	5	Scheduled arraignment cases	55
Citations received	101	Scheduled trial cases	44
Warrants Issued for Failure to Appear (FTA) & Violation of Probation	-	Number of FTAs	22
FTA citations sent to Dept. of Driver Services	22	Probation Revocation Hearings	5
In-Person sessions	4	Virtual sessions	-
Probation sessions	1	Revenue	\$19,731

## NEW BUSINESSES THIS WEEK

Business Name	Address
A & E REAL ESTATE SALE & MANAGEMENT INC	320 LANIER AVE W STE 200, FAYETTEVILLE, GA 30214
ALMA MOTORSPORTS, LLC	125 COMMERCE DR STE B12, FAYETTEVILLE, GA 30214
ARIAS MOTOR IMPORTS, LLC	90 COMMERCE DR STE B19, FAYETTEVILLE, GA 30214
AVAIL DERMATOLOGY	874 LANIER AVE W STE 270, FAYETTEVILLE, GA 30214
CLASSY BEAUTY BY CAMI J	742 GLYNN ST N STE C, FAYETTEVILLE, GA 30214
DEC AUTO GROUP LLC	500 LANIER AVE W STE 910H, FAYETTEVILLE, GA 30214
GARCIA AUTO GROUP, LLC	115 COMMERCE DR STE E33, FAYETTEVILLE, GA 30214
GOLDEN CROWN STUDIOS, LLC	390 GLYNN ST N, FAYETTEVILLE, GA 30214
HONEYSUCKLE GELATO	300 TRILITH PKWY STE 280-285, FAYETTEVILLE, GA 30214
IBERIA AUTO GROUP, LLC	90 COMMERCE DR STE B22, FAYETTEVILLE, GA 30214
INFINITE MOTOR LEASING, LLC	90 COMMERCE DR STE B32, FAYETTEVILLE, GA 30214
JCR MOTORSPORTS, INC.	115 COMMERCE DR STE E15, FAYETTEVILLE, GA 30214
LIBERTY FREEMAN AUTO, LLC	90 COMMERCE DR STE B21, FAYETTEVILLE, GA 30214
LKW MOTORSPORTS, LLC	115 COMMERCE DR STE E35, FAYETTEVILLE, GA 30214
NC THE HAIRSTYLIST SALON	205 BANKS STA, FAYETTEVILLE, GA 30214
NEURO TOUR PHYSICAL THERAPY, INC.	461 SANDY CREEK RD STE 4117, FAYETTEVILLE, GA 30214
OASIS MONTAGE	390 GLYNN ST N, FAYETTEVILLE, GA 30214
QUALITY CHILDCARE RESOURCES AND SOLUTIONS	102 N 85 PKWY STE B, FAYETTEVILLE, GA 30214
ROLLING PAPERS CLOTHING COMPANY LLC	115 COMMERCE CIR STE A, FAYETTEVILLE, GA 30214
RX PROPERTY INSPECTIONS LLC	320 LANIER AVE W STE 200, FAYETTEVILLE, GA 30214
SHITTU FAMILY PRACTICE, LLC	213 BANKS STA, FAYETTEVILLE, GA 30214
THEE AUTO FINANCE COMPANY, LLC	115 COMMERCE DR STE E32, FAYETTEVILLE, GA 30214



## HUMAN RESOURCES DEPT.

NELLA COOPER

**Personnel:** Completed Performance Management training sessions. We are updating ClearCompany with Appraisals metrics. We continue to focus on COVID-19 and federal and state requirements as they relate to City employees and on remaining compliant with mandates. We continue to maintain a case spreadsheet of potential pandemic cases involving City employees. We continue to review and update various administrative policies for accuracy. We are updating job descriptions for various positions. We are preparing documents for a Pay and Class Study.

**Turn Over Report:** There was one new hire and one termination during the period of April 26 to May 2. There are 12 vacant positions: four in Fire Services, one in Public Services, five in the Police Department, one in Community & Economic Development (on hold), and one in Human Resources (on hold).

**Employment Opportunities (14 total vacant positions):**

- ◆ Certified Police Officer - 1 application
- ◆ Non-Certified Police Officer - 1 application
- ◆ Firefighter - 12 applications
- ◆ Administrative Clerk-Police Department - 8 applications
- ◆ Public Works Crew Leader - 3 applications
- ◆ Human Resources Analyst - (closed 4/19)
- ◆ Accreditation Manager - (closed on 3/16)



## INFORMATION TECHNOLOGY

KELVIN JOINER

**Work orders:** 68 new, 75 closed.

**Projects:** We are continuing to work on a list of technology needs for the new City Hall building; documents retention continued (working), Building records (scanning and testing), Court; Fleet Maintenance Systems (in-review); new phone system completed; Occupational Tax online form project; Water and Public Works work order system (in-review); video wall for new City Hall (in progress); printer replacement (RFQ review); alarm system upgrade completed; reviewed and responded to numerous e-mails throughout the week having to do with City projects.

**Meetings:** Technology Department staff daily standing meeting; Community Development software demonstration; New City Hall substantial completion walk; post phone system review; New City Hall meeting with City Manager; Comcast project meeting.





# COMMUNITY DEVELOPMENT

DAVID RAST

## Meetings

4/26	Management Team meeting; visited City Hall with the Deputy City Clerk and Finance Director to discuss coffee pot locations; virtual meeting with the City Manager and City Attorney to discuss Trilith Development Agreement; met with the City Manager, Finance Director, IT Director, Fire Chief, and Public Services Director to discuss the move to the New City Hall
4/27	City Council Work Session; Public Safety Committee meeting; met with the City Manager, Comprehensive Program Services (CPS), and representatives from Goodwyn Mills Cawood to discuss furniture for the New City Hall; City Hall & City Center Park grand opening meeting
4/28	Virtual Technical Review Committee meeting; met with the City Manager and Brian Cooper to discuss economic development opportunities; virtual Livable Centers Initiative Core Team meeting
4/30	Code Enforcement procedures review meeting; met with the City Manager and CPS to review SOOFA sign locations and graphics; substantial completion walk-through at the New City Hall; met with the City Manager and Minuteman Press to discuss art options for City Hall

## PLANNING AND ZONING

Occupational Tax - zoning certifications	13
Zoning verification letters issued	2
Sign permits issued	2
Special Event permits issued	1
Site inspections performed	2

## BUILDING DEPARTMENT

Building inspections completed	63
Plans received	21
Permits issued	10
Permits issued - total construction value	\$2,911,680

## DEVELOPMENT INSPECTIONS/SITE DEVELOPMENT

Erosion control inspections	25
Development-related inspections	3

## CODE ENFORCEMENT

Complaint investigation	6	Prohibited parking	1
Disposal of garbage	3	Prohibited signs	10
General maintenance	2	Prohibition of illicit discharges	1
Grass cutting	67	Trash containers	1
Inoperable vehicle/junk	2	Working without a permit	9
Lighting standards	2		



# COMMUNITY DEVELOPMENT

CONTINUED

## DEVELOPMENT UPDATES

Project Name	Address	Details	Status
Fayette Meadows	Highway 92 at Jimmie Mayfield Boulevard	129 lots	Final plat - Phase 1 plat approved
Springhill Suites	139 North Glynn Street	57,692 square feet, 87 rooms	Extension granted to 4/27/2022
Satterfield Townhomes	Satterfield Marketplace	52 units	Land Disturbance Permit issued
Oceanic Data Center	Highway 54 West at Veterans Parkway	About 1,000,000 square feet	Development plans being prepared
Fayette Discount Gas and Tobacco	535 North Glynn Street	1,800 square feet	Development plans being prepared
Jersey Mike's retail building	985 North Glynn Street	4,020 square feet	Conceptual site plan appeal on 5/20 City Council agenda
Take 5 Oil Change	985 North Glynn Street	1,484 square feet	Conceptual site plan appeal on 5/20 City Council agenda
Andy's Frozen Custard	800 North Glynn Street	2,170 square feet	Development plans staff review
Trilith Studios Phase 4A	400 Veterans Parkway	94,000 square feet	Under construction
The Shoppes at New Hope	Highway 314 at New Hope Road	16,200 square feet	Development plans staff review
Trilith Phase 3 residential	Veterans Parkway	mass grading - single family	Under construction
Epic Car Wash	1512 North Highway 85	7,050 square feet	Development plans staff review
Dixon Farms	190 Whitney Street	47 lots	Construction plans staff review
Broadway Diner	705 West Lanier Avenue	6,580 square feet	Development plans staff review
Cabinet Transformations Expansion	735 West Lanier Avenue	4,900 square feet	Conceptual site plan and variance approved
Lafayette Townhomes	Highway 54 at Lafayette Avenue	8.13 acres/89 units	Rezoning (PCD to PCD), 5/20 & 6/3 City Council meetings
Trilith Studios (Betty Blake tract)	Sandy Creek Drive	24.5 acres	Rezoning (R-70 to BP) 5/20 & 6/3 City Council meetings
Southern Conservation Trust	305 Beauregard Boulevard	3.2 acres	Rezoning (R-30 to C-1) 5/20 & 6/3 City Council meetings
Artistic General Dentistry	123/185 Kathi Avenue	0.84 acres/8,300 square feet	Conceptual site plan approved





## ECONOMIC DEVELOPMENT

BRIAN WISMER

**Economic Development:** Discussed miscellaneous opportunities with the new Fayette Pavilion property manager; attended the DSW ribbon cutting at the Fayette Pavilion shopping center; extensive review of the Meridian on the Square development agreement with the Downtown Development Authority attorney; reviewed daily trip generation study of Meridian at Lafayette.

**Downtown Development Authority/Main Street:** Continued marketing and scheduling efforts for the 2021 concerts; met with the Fayette County High School Band Booster representative to discuss table/chair setup for the 2021 concerts; presented DDA updates at the City Council Work Session; attended the Livable Centers Initiative Core Team virtual meeting; met with the Assistant Public Services Director at the amphitheater to review the scope of work regarding the upcoming landscape maintenance needed.



## PUBLIC SERVICES DEPT.

CHRIS HINDMAN

**Public Works:** Cleaned City Hall and Police Department; cut and maintained Helen Sams Parkway, South Jeff Davis Drive, White Road, the amphitheater, West Lanier Avenue from Burch Road to Grady Avenue, Grady Avenue, Gingercake Road, Bradley Drive, Patriot Park, Beauregard Boulevard/Redwine Road, Hood Avenue roundabout, Church Street Park, Grady Avenue roundabout, and the Kathi Avenue roundabout; laid mulch in the Jimmie Mayfield Boulevard medians and at the shop; repaired the sidewalk areas on Virginia Highlands and Autumn Glen Circle; repaired the pothole on Lee Street; cleaned the trucks and building.

**Sewer:** Average daily flow treated was 2.05 million gallons per day; performed weekly maintenance at 26 lift station sites; maintained wastewater plant and remained in compliance of our permit requirements.

**Water:** Average daily flow of 0.97 million gallons of system demand per day; repaired two water main breaks; performed maintenance on 32 water meters; maintained water plant and remained in compliance of our permit requirements.

**Utility Locates: 84**